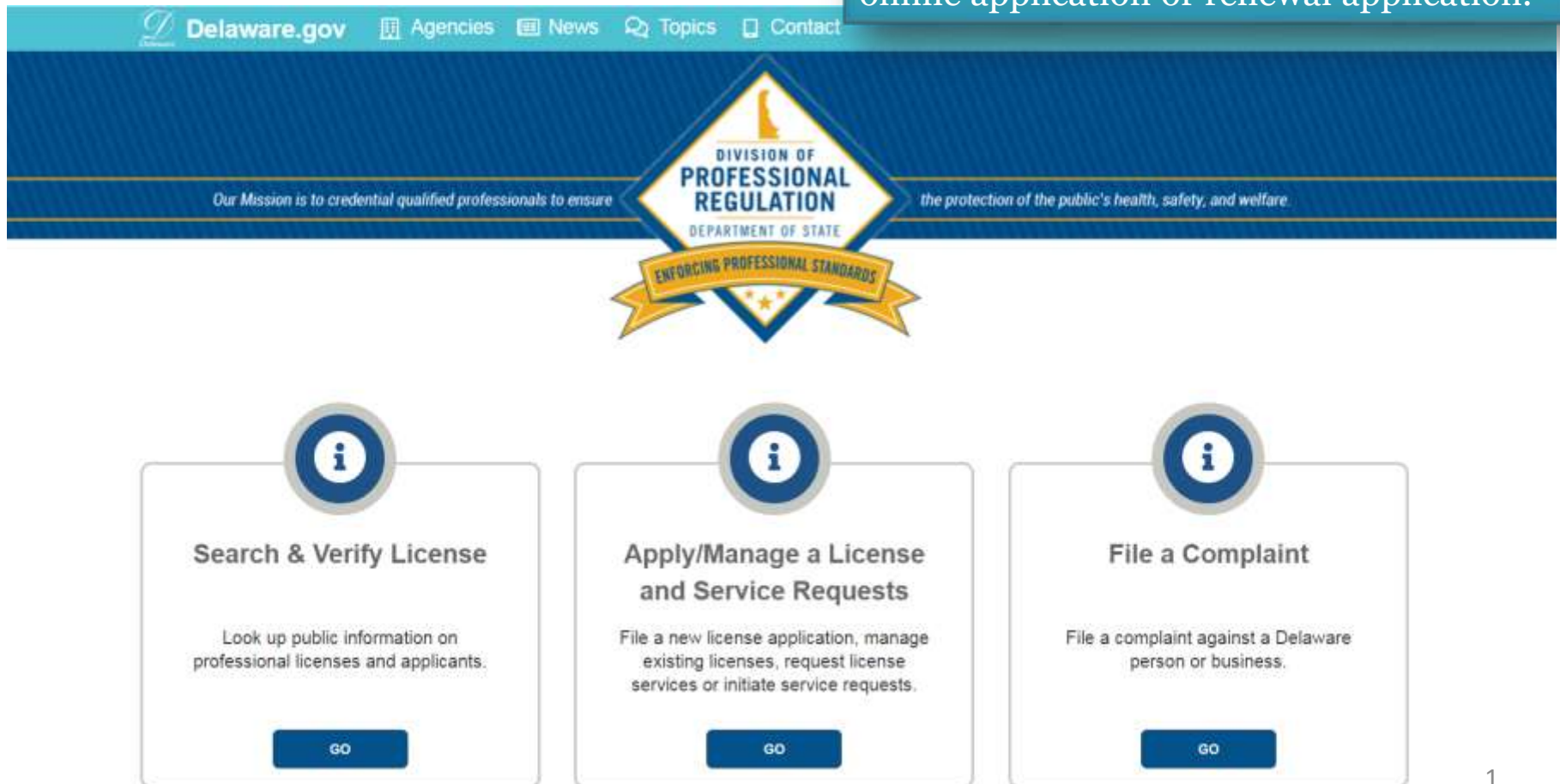


Welcome to **DELPROS:** **DE**LAWARE **P**ROFESSIONAL **R**EGULATION **O**NLINE **S**ERVICES!

This instructional guide will provide you with instructions on the Delegate Payment process as a Delegated Payer.

DELPROS allows an applicant to submit a request to a designated payee to pay for an online application or renewal application.



After an application is submitted, the applicant is able to delegate a payer to pay for the application by clicking on the **DELEGATE** button.

Once the delegate button is selected, it is the applicant's responsibility to ensure that the payment is accepted and paid by the delegate.

Nicole Tester's Cart

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.

If you want to return to your application, simply click on the **DASHBOARD** link located at the top of the page.

To continue paying, select **Proceed to Payment Gateway** button.

To select a third party as a Delegate to pay a fee on your behalf, click the **Delegate** button.

ALL PAYMENTS ARE NON-REFUNDABLE.

Cart #X-2019-08-20_10-27-34

Items Checkout Confirmation

Select Payment Method: Credit/Debit Card

Amount: \$72.00

Back Delegate Proceed to Payment Gateway

The applicant enters the **Third Party Payer** Name and Email then clicks SUBMIT.

The applicant will be asked to confirm. After confirmation, the Delegated Payer will receive an email notice that he or she has been selected to pay the application fee.

Select Payment Method:

Amount:

Delegate Status

Enter the name and email address of the Third Party payer. An email will be sent to the requested payer stating you have delegated them as a third party to pay the selected fee(s). The third party payer must accept the fee(s) to pay on your behalf. After acceptance of the fee(s) by the third party, the fee will no longer show in your Cart and the Delegate "status" will be updated to Delegate Fee.

If the fee remains unpaid, you can resend the email to the delegated third party or you can opt to pay the fee yourself.

Third Party Name:

Email:

After delegating the fee, the applicant's **Cart** page will show the Delegate Status as “Fee Delegation Pending”

Applicant is responsible to ensure the payment is made. If the delegated payer has not paid the applicant can contact designee to reassign payment back to him or herself.

Nicole Tester's Cart

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.

If you want to return to your application, simply click on the DASHBOARD link located at the top of the page.

To continue paying, select the appropriate fees or fines you wish to pay by marking the checkbox located next to the fee, and then press the CONTINUE button.

ALL PAYMENTS ARE NON-REFUNDABLE.

Cart #X-2019-08-20_10-27-34

Items Checkout Confirmation

Fees

Type	Licensee Name	Amount	Amount Outstanding	Fee Type	Delegate Status
<input type="checkbox"/> ACGME Training	Nicole Tester	\$72.00	\$72.00	New Application	Fee Delegation Pending

CONTINUE

Delegated Payer will receive an email notice that he or she has been selected to pay an application fee



Dear Donna Ellis,

You have been designated as the third party payer by Fresh Prince in the amount of \$69 for payment of Apprentice Electrician New Application fee on APP-000006304. In order to accept this request and pay, you must be a registered user in DELPROS. If you need to register, click [Here](#).


Click [HERE](#) to register in DELPROS.

To accept the fee and make the payment, click [Pay Delegate Fee](#).

Click [HERE](#) to navigate back to pay the fee after registering.

Sincerely,

To become a registered user as a Delegated Payer, click on **GO** from the **Apply/Manage a License and Service Requests**



**Apply/Manage a License
and Service Requests**

File a new license application, manage
existing licenses, request license
services or initiate service requests.

GO

DELPROS User Registration

Complete the below steps to register as a new DELPROS user.

PROFESSIONAL REGULATOR

HOME LICENSE LOOK-UP FILE A COMPLAINT LOG IN

New Users

Create a New Account

Click REGISTER below to create a new DELPROS account.

REGISTER

1. If you have not yet created a DELPROS user account Click Register.

Existing Users

Login

Email

★

Password

★

LOGIN

[Forgot Username?](#) [Forgot Password?](#)

DELPROS User Registration

Complete the below steps to register as a new DELPROS user.

The screenshot shows the DELPROS User Registration page. At the top is a blue navigation bar with the logo on the left and links for HOME, LICENSE LOOK-UP, FILE A COMPLAINT, and LOG IN on the right. The main heading is "User Registration". Below it, the "INSTRUCTIONS" section reads: "READ ALL INSTRUCTIONS PRIOR TO ENTERING YOUR INFORMATION." and "Enter the required information as it appears on your license/application record (if applicable) and click the Proceed button. Follow system prompts to complete your registration." It also includes instructions for updating information and a note about a security code requirement effective 10/22/2020. The registration form is enclosed in a red border and contains fields for First Name, Middle Name, Last Name, Suffix (a dropdown menu), Social Security Number, Date of Birth, Email, and Phone. A checkbox for "I don't have a Social Security Number" is also present. At the bottom of the form are "PROCEED" and "EDIT" buttons. Two blue callout boxes with arrows provide step-by-step guidance: "2. Follow instructions on the page and fill in the required applicable information about yourself." points to the form, and "3. Click the Proceed button." points to the "PROCEED" button.

HOME LICENSE LOOK-UP FILE A COMPLAINT LOG IN

User Registration

INSTRUCTIONS

READ ALL INSTRUCTIONS PRIOR TO ENTERING YOUR INFORMATION.

Enter the required information **as it appears on your license/application record (if applicable)** and click the Proceed button. Follow system prompts to complete your registration.

If you need to update the information provided, click the Edit button.

After updating the information, click the Proceed button.

NOTE: Effective 10/22/2020, the user registration process for DELPROS has changed and no longer requires a security code.

2. Follow instructions on the page and fill in the required applicable information about yourself.

3. Click the **Proceed** button.

* First Name Middle Name

* Last Name Suffix
-None-

Social Security Number ☐ I don't have a Social Security Number

* Date of Birth * Email

* Phone **PROCEED** **EDIT**

DELPROS User Registration

If the information you enter does not match any user profile in DELPROS, the system will prompt you to enter a new password to complete your registration.

User Registration

INSTRUCTIONS

READ ALL INSTRUCTIONS PRIOR TO ENTERING YOUR INFORMATION.

Enter the required information **as it appears on your license/application record (if applicable)** and click the Proceed button. Follow system prompts to complete your registration.

If you need to update the information provided, click the Edit button.

After updating the information, click the Proceed button.

NOTE: Effective 10/22/2020, the user registration process for DELPROS has changed and no longer requires a security code.

First Name	<input type="text" value="John"/>	Middle Name	<input type="text"/>
Last Name	<input type="text" value="Doe"/>	Suffix	<input type="text" value="-None-"/>
Social Security Number	<input type="text" value="999999999"/>	<input type="checkbox"/> I don't have a Social Security Number	
Date of Birth	<input type="text" value="01/01/1990"/>	Email	<input type="text" value="new.user@gmail.com"/>
Phone	<input type="text" value="3029999999"/>	<input type="button" value="EDIT"/>	

Enter your password information to register. The email address you provided above will be your DELPROS username and the email for all future correspondence from the Division.

4. Enter the password you would like to use.

<input type="password" value="Password"/>	<input type="password" value="Confirm Password"/>
---	---

- Password must contain:
- ☐ More than 10 Characters
 - ☐ 1 Uppercase Letter
 - ☐ 1 Lowercase Letter
 - ☐ 1 Number
 - ☐ 1 Special Character (e.g. \$%^&@#)
- Password must not contain:
- ☐ User's First and/or Last Name

5. Confirm your password by re-entering it.

6. Click the **Submit** button.

<input type="checkbox"/> I'm not a robot	
Privacy - Terms	

<input type="button" value="SUBMIT"/>

DELPROS User Registration

If the information you enter matches a user profile already registered in DELPROS, your DELPROS login information will appear and you will be required to enter your password. If you forgot your password, click the Forgot Password button.

1. Enter your Password to login.

2. If you do not remember your Password, Click **Forgot Password** to have it reset.

The screenshot shows the 'User Registration' page of the DELPROS system. The page has a blue header with navigation links: HOME, LICENSE LOOK-UP, FILE A COMPLAINT, and LOG IN. The main content area is titled 'User Registration' and contains 'INSTRUCTIONS' for users. The instructions state that users should read all instructions before entering information and follow prompts to complete registration. A note mentions a change in the registration process effective 10/22/2020, stating that a security code is no longer required. The registration form includes fields for First Name, Last Name, Social Security Number, Date of Birth, Phone, Middle Name, Suffix, and Email. An 'EDIT' button is located next to the Phone field. A red box highlights a message: 'A user record with the information provided above is already registered in the system. Below is your username. Enter your password and click Login to access your license(s)'. Below this message, the 'Email (Username)' field is pre-filled with 'new.user@gmail.com'. A red box highlights the 'Password' field, which is currently empty. Below the password field is a 'LOGIN' button. A red box highlights the 'Forgot Password?' link. Arrows from the numbered instructions point to these elements: instruction 1 points to the password field, and instruction 2 points to the 'Forgot Password?' link.

User Registration

INSTRUCTIONS

READ ALL INSTRUCTIONS PRIOR TO ENTERING YOUR INFORMATION.

Enter the required information **as it appears on your license/application record (if applicable)** and click the Proceed button. Follow system prompts to complete your registration.

If you need to update the information provided, click the Edit button.

After updating the information, click the Proceed button.

NOTE: Effective 10/22/2020, the user registration process for DELPROS has changed and no longer requires a security code.

First Name: * John

Middle Name:

Last Name: * Doe

Suffix: -None-

Social Security Number: 999999999

☐ I don't have a Social Security Number

Date of Birth: * 01/01/1990

Email: * new.user@gmail.com

Phone: * 3029999999

EDIT

A user record with the information provided above is already registered in the system. Below is your username. Enter your password and click Login to access your license(s).

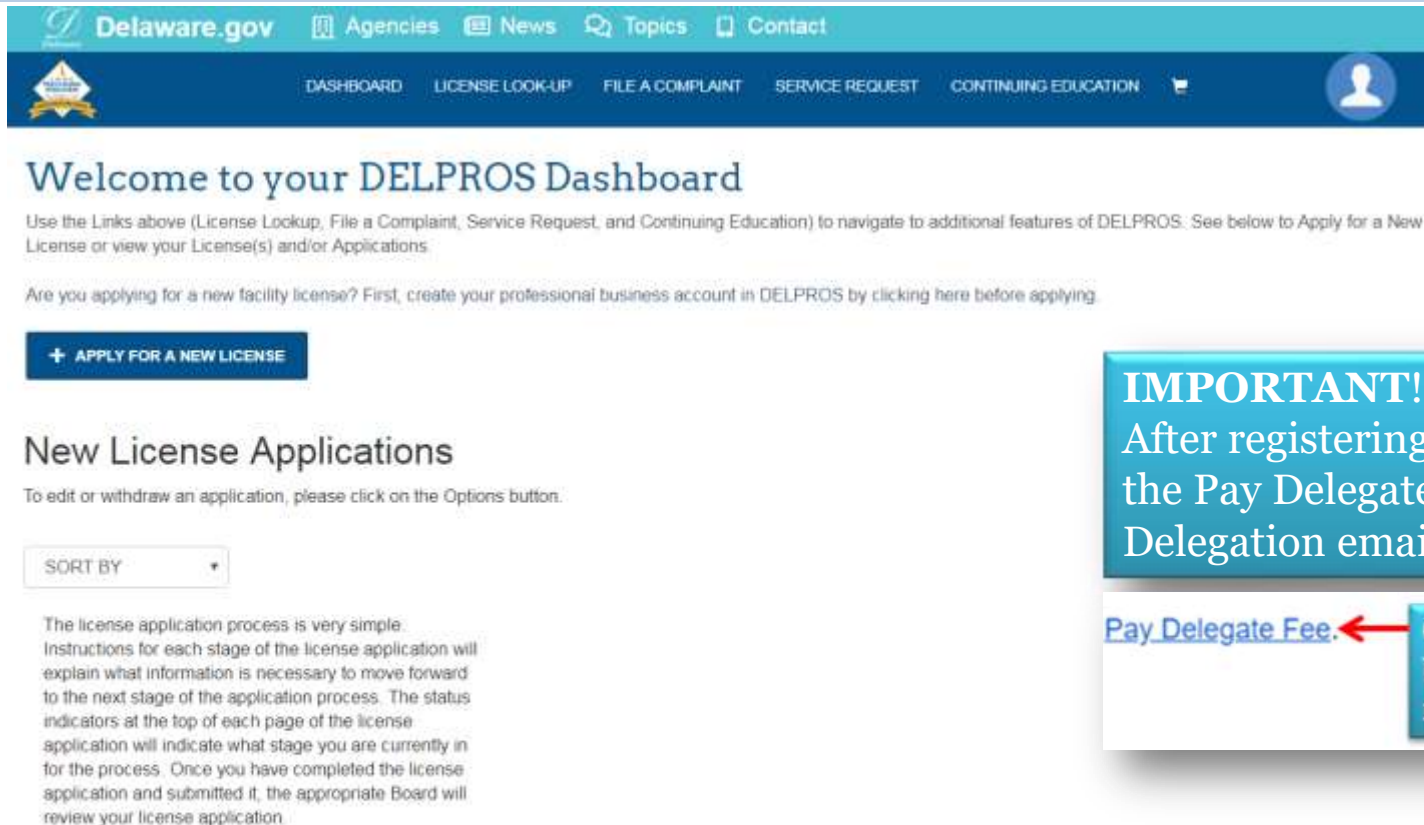
Email (Username): * new.user@gmail.com

Password: *

LOGIN

Forgot Password?

After registration, the delegated payer will be logged into his or her own **DELPROS Dashboard**.



The screenshot shows the Delaware.gov DELPROS Dashboard. At the top is a teal navigation bar with links for Agencies, News, Topics, and Contact. Below this is a dark blue header with a user profile icon and links for Dashboard, License Look-Up, File a Complaint, Service Request, and Continuing Education. The main content area has a heading 'Welcome to your DELPROS Dashboard' followed by instructions on how to use the dashboard. A prominent blue button labeled '+ APPLY FOR A NEW LICENSE' is visible. Below this is a section for 'New License Applications' with a 'SORT BY' dropdown menu. A paragraph of text explains the license application process.

Delaware.gov Agencies News Topics Contact

DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT SERVICE REQUEST CONTINUING EDUCATION

Welcome to your DELPROS Dashboard

Use the Links above (License Look-Up, File a Complaint, Service Request, and Continuing Education) to navigate to additional features of DELPROS. See below to Apply for a New License or view your License(s) and/or Applications

Are you applying for a new facility license? First, create your professional business account in DELPROS by clicking here before applying.

+ APPLY FOR A NEW LICENSE

New License Applications

To edit or withdraw an application, please click on the Options button.

SORT BY ▼

The license application process is very simple. Instructions for each stage of the license application will explain what information is necessary to move forward to the next stage of the application process. The status indicators at the top of each page of the license application will indicate what stage you are currently in for the process. Once you have completed the license application and submitted it, the appropriate Board will review your license application.


IMPORTANT!

After registering you must click the Pay Delegate Fee link in the Delegation email received.

[Pay Delegate Fee.](#)

Click HERE to navigate back to pay the fee after registering.

After the assigned payer has registered or logged into DELPROS, the **Cart** page will display the following:



The screenshot shows the top navigation bar with links: DASHBOARD, LICENSE LOOK-UP, FILE A COMPLAINT, SERVICE REQUEST, CONTINUING EDUCATION, and a shopping cart icon. The page title is "Fee Delegation Page". Below the title, a message states: "Please click on the appropriate button to accept or decline the fee delegation request from Broker Person." The request details are: Number : APP-000006446, License Type : Broker, Fee Type : New Application, and Fee Amount : 214.0. A note below explains that if no options are visible, the request has been accepted or the fee is paid. At the bottom, there are two buttons: "ACCEPT" and "REJECT".

Fee Delegation Page

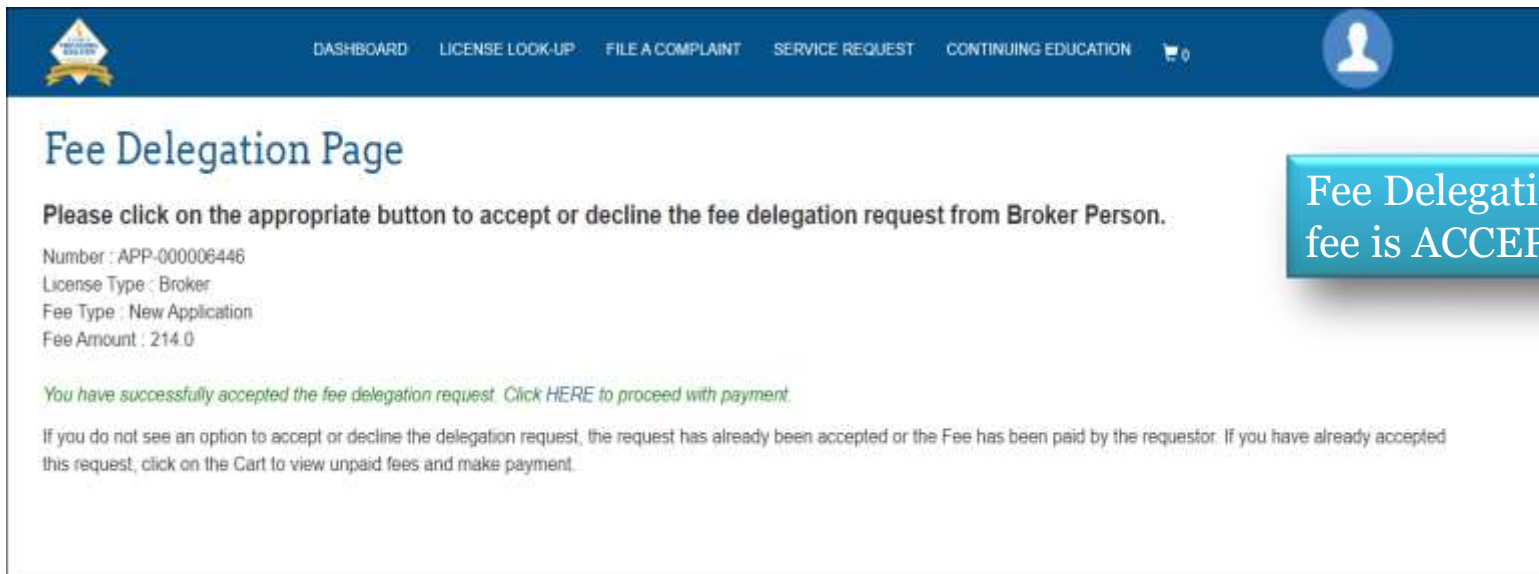
Please click on the appropriate button to accept or decline the fee delegation request from Broker Person.

Number : APP-000006446
License Type : Broker
Fee Type : New Application
Fee Amount : 214.0

If you do not see an option to accept or decline the delegation request, the request has already been accepted or the Fee has been paid by the requestor. If you have already accepted this request, click on the Cart to view unpaid fees and make payment.

ACCEPT **REJECT**

Fee Delegation Page: To
ACCEPT or DECLINE the Fee.



This screenshot is identical to the previous one, but with an additional green message: "You have successfully accepted the fee delegation request. Click [HERE](#) to proceed with payment." The "ACCEPT" and "REJECT" buttons remain visible.

Fee Delegation Page

Please click on the appropriate button to accept or decline the fee delegation request from Broker Person.

Number : APP-000006446
License Type : Broker
Fee Type : New Application
Fee Amount : 214.0

You have successfully accepted the fee delegation request. Click [HERE](#) to proceed with payment.

If you do not see an option to accept or decline the delegation request, the request has already been accepted or the Fee has been paid by the requestor. If you have already accepted this request, click on the Cart to view unpaid fees and make payment.

Fee Delegation Page: After
fee is ACCEPTED.

After acceptance of the delegated fee(s), the payer's **Cart** page will show all of the delegated fees to be paid.

Note: Payment is made online by Credit/Debit Card only.

John Doctor1's Cart

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.

If you want to return to your application, simply click on the DASHBOARD link located at the top of the page.

To continue paying, select the appropriate fees or lines you wish to pay by marking the checkbox located next to the fee, and then press the CONTINUE button.

ALL PAYMENTS ARE NON-REFUNDABLE.

The delegate payer can select the fees he or she wants to pay for. The delegated fees can be paid at once or at different times.

Cart #X-2019-08-20_09-59-08

Items Checkout Confirmation

Fees

Type	Licensee Name	Fee Type	Amount	Amount Outstanding	Delegate Status
<input type="checkbox"/> Physician Assistant	John Doctor1	New Application	\$203.00	\$203.00	
<input type="checkbox"/> ACGME Training	John Doctor2	New Application	\$72.00	\$72.00	Delegated Fee
<input type="checkbox"/> ACGME Training	John Smith	New Application	\$72.00	\$72.00	Delegated Fee

CONTINUE

Once the payer has accepted the delegated fee the applicant will receive an email notification.



STATE OF DELAWARE

Dear Homes For You

Your **delegation request** for Broker New Application fee on APP-000003351 was accepted by Steve McGee on 4/14/2020.

The **Delegated Fee** has been accepted and moved to the **Delegate's Cart** for payment. If the fee is not paid you will need to contact the **Delegate** directly or **request** that they **delegate** the fee back to you.

Sincerely,

DIVISION OF PROFESSIONAL REGULATION

If the payment is not paid, the application will remain in a "Pending Payment" status.